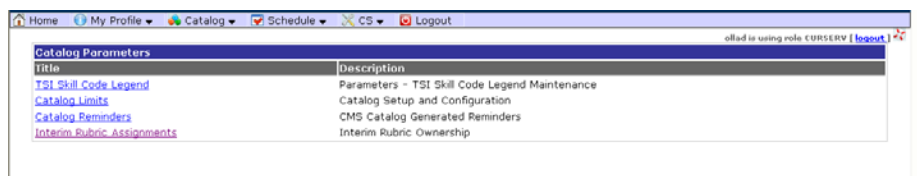


**Parameters.**

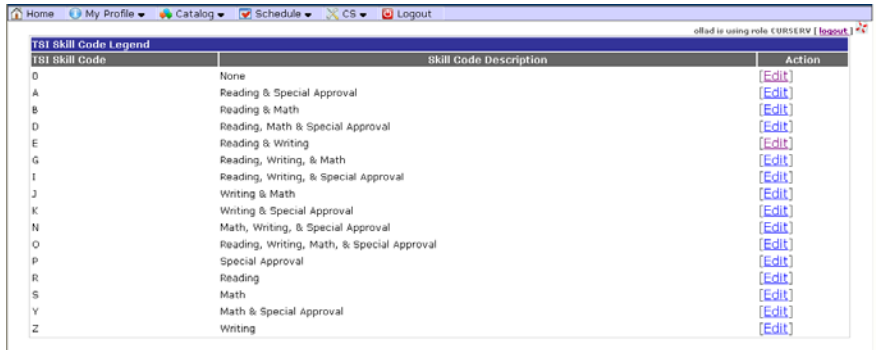
Catalog Parameters defines TSI Skill Code Legend, Catalog Limits, and Catalog Reminders, and Interim Rubric Assignment



Title	Description
<a href="#">TSI Skill Code Legend</a>	Parameters - TSI Skill Code Legend Maintenance
<a href="#">Catalog Limits</a>	Catalog Setup and Configuration
<a href="#">Catalog Reminders</a>	CMS Catalog Generated Reminders
<a href="#">Interim Rubric Assignments</a>	Interim Rubric Ownership

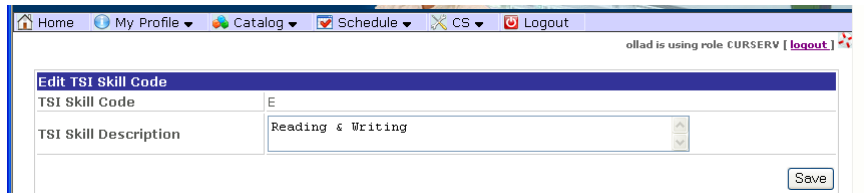
## Curriculum Management System Instructional Support Services User's Manual

**TSI Skill Code Legend.** The TSI Skill Codes are entered in datatel by Information Technology at the request of Instructional Support Services. This editable table lists the TSI Skill Code, Skill Code Description, and Action. Select Action Edit to modify. Instructional Support Services may edit Skill Code Description after appropriate changes have been made in datatel. Enter change to TSI Skill Description, save.



This screenshot shows the 'TSI Skill Code Legend' table within a web application. The table has three columns: 'TSI Skill Code', 'Skill Code Description', and 'Action'. It lists codes from 0 to Z with their corresponding descriptions and an '[Edit]' link for each. The browser's address bar shows the user is logged in as 'ollad' with the role 'CURSERV'.

TSI Skill Code	Skill Code Description	Action
0	None	[Edit]
A	Reading & Special Approval	[Edit]
B	Reading & Math	[Edit]
D	Reading, Math & Special Approval	[Edit]
E	Reading & Writing	[Edit]
G	Reading, Writing, & Math	[Edit]
I	Reading, Writing, & Special Approval	[Edit]
J	Writing & Math	[Edit]
K	Writing & Special Approval	[Edit]
N	Math, Writing, & Special Approval	[Edit]
O	Reading, Writing, Math, & Special Approval	[Edit]
P	Special Approval	[Edit]
R	Reading	[Edit]
S	Math	[Edit]
Y	Math & Special Approval	[Edit]
Z	Writing	[Edit]



This screenshot shows the 'Edit TSI Skill Code' form. It contains two input fields: 'TSI Skill Code' with the value 'E' and 'TSI Skill Description' with the value 'Reading & Writing'. A 'Save' button is located at the bottom right. The browser's address bar shows the user is logged in as 'ollad' with the role 'CURSERV'.

Edit TSI Skill Code	
TSI Skill Code	E
TSI Skill Description	Reading & Writing
<input type="button" value="Save"/>	

**Catalog Limits.** Establish catalog setup and configuration of Application Age Limits, Catalog Limits, and Course Limits.

Catalog Limits		
Application Age Limits		
	Remind After # of Days	Delete After # of Days
Saved Application's Age Limit	7	90
Unapproved Application Age Limit	7	90
Catalog Limits		
Max # of Public Catalogs	7	
Course Limits		
Max Value for Minimum # Students	14	
Minimum Percentage of Class Sized Required for Class to Make	70	

Save

**Application Age Limits.**

- **Saved Application's Age Limit.** Defines number of days from course application initiation when reminders will be sent to next level reviewer. Also defines maximum number of days application will remain on system from its original creation date.
- **Unapproved Application Age Limit.** Defines maximum number of days application will be held in the system based upon application origination date. Applications exceeding the limits will be deleted from the CMS system. [IT recommends 99 days from origination.]

**Catalog Limits.**

- **Maximum Number of Public Catalogs.** Enter the number of catalogs viewable by the public.

**Course Limits.** Establish values used to determine if class sections will make.

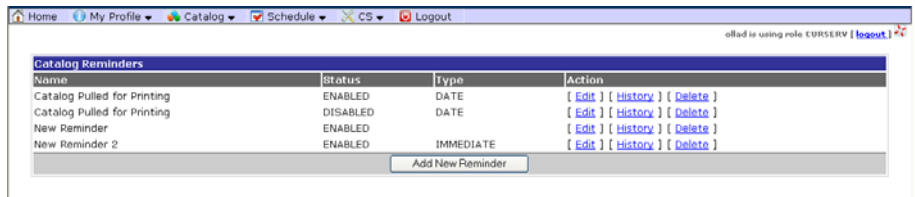
- **Maximum Value for Minimum Number of Students.** Define the minimum number of students required for sections with capacities of 20 or greater to make.
- **Minimum Percentage of Class Size Required for a Class to Make.** Define the percentage of enrollment required to calculate minimum-to-make standards. In 2007-2008, classes with caps of 20 or greater required minimum enrollments of 14. Classes with caps of 19 or less require 70 percent enrollment to make.

Save to preserve settings.

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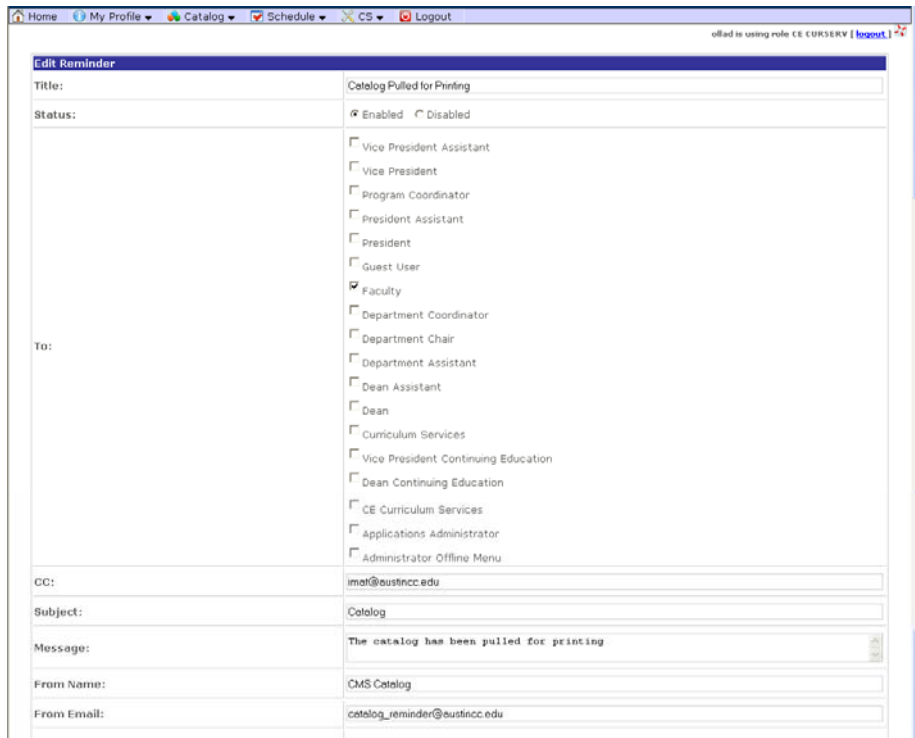
**Catalog Reminders.** CMS Catalog Generated Reminders. Instructional Support Services generates Catalog Reminders which will trigger email messages according to the set up. Use this feature to announce catalog change due dates, proofing announcements, and to announce Curriculum Committee meeting due dates. Actions: Edit, view History, or Delete. Select Add New Reminder to create a new message. Enter the title of the message, complete the Edit screen fields. Select the Test button to verify the correct message is transmitted before selecting the Save button.

**Comment [ollad6]:** 7/27/07. Catalog Reminders not active; IT will finalize later.



Name	Status	Type	Action
Catalog Pulled for Printing	ENABLED	DATE	[ Edit ] [ History ] [ Delete ]
Catalog Pulled for Printing	DISABLED	DATE	[ Edit ] [ History ] [ Delete ]
New Reminder	ENABLED		[ Edit ] [ History ] [ Delete ]
New Reminder 2	ENABLED	IMMEDIATE	[ Edit ] [ History ] [ Delete ]

Add New Reminder



**Edit Reminder**

Title: Catalog Pulled for Printing

Status: ☒ Enabled ☐ Disabled

To:

- ☐ Vice President Assistant
- ☐ Vice President
- ☐ Program Coordinator
- ☐ President Assistant
- ☐ President
- ☐ Guest User
- ☒ Faculty
- ☐ Department Coordinator
- ☐ Department Chair
- ☐ Department Assistant
- ☐ Dean Assistant
- ☐ Dean
- ☐ Curriculum Services
- ☐ Vice President Continuing Education
- ☐ Dean Continuing Education
- ☐ CE Curriculum Services
- ☐ Applications Administrator
- ☐ Administrator Offline Menu

CC: imol@eustncc.edu

Subject: Catalog

Message: The catalog has been pulled for printing

From Name: CMS Catalog

From Email: catalog\_reminder@eustncc.edu

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The screenshot shows a web-based form for setting up reminders. On the left, there is a label 'Frequency:' followed by a large empty text area. The main form area contains several sections: a 'Date Range' section with 'Start Date: 5/5/2005' and 'End Date: 5/10/2010'; a 'Weekdays reminder will be sent:' section with checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday; an 'Event Driven' section with a 'Select Event' dropdown menu; and an 'Immediate' section. At the bottom, there is a 'Send Test Reminder To:' field with a 'Test' button, and 'Delete' and 'Save' buttons on the right.

To view history of Catalog Reminders, select appropriate message, select action History, review screen. This screen will provide a list of previous messages.

The screenshot shows a web browser window with a navigation bar at the top containing links: Home, My Profile, Catalog, Schedule, CS, and Logout. The main content area is titled 'Reminder Message History' and displays a table with the following structure:

Date	Type	Title
------	------	-------

To Delete a Catalog Reminder, selection action Delete. This item will immediately fall off of this table.

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**Interim Rubric Assignments.** Used to assign ownership of any new rubrics (subjects). Once a Datatel course record is established, rubrics will disappear from this list.

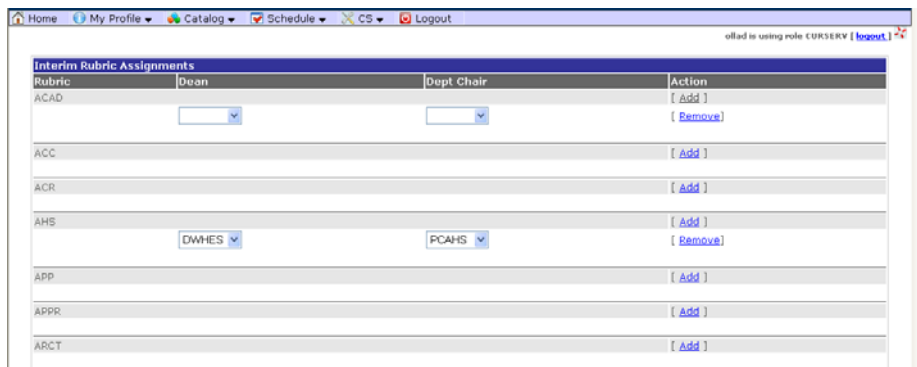
Alphabetical list of active rubrics without dean and department chair ownership specified. This table lists rubrics that come from the SUBJECTS file in Datatel, but are not currently present in the 'active' COURSES file. There may be old rubrics such as HRPS, but there could potentially be new rubrics too.

Instructional Support Services may add or remove assignments to specific rubrics. Use this screen to identify rubrics which have courses "owned" by more than one Dean or Department. Select Action Add to add additional Deans or Departments to a rubric. Use the Dean pulldown and the Dept Chair pulldown to select specific areas. At the conclusion of changes, select Save Interim Rubric Assignments at the bottom of the page.

There is not an active flag present for the rubrics/subjects, so we cannot filter out the old ones without doing additional maintenance screens.

Pauline, we need more explanation about Interim Rubric Assignments table. This is for rubrics which are no longer active. NO. Will they automatically populate this table?

**Comment [ollad7]:** 7/27/07. P. Hargrave advises this table not working correctly. The rubrics should pull in from Datatel WSRP.



Rubric	Dean	Dept Chair	Action
ACAD	<input type="text"/>	<input type="text"/>	[ Add ] [ Remove ]
ACC			[ Add ]
ACR			[ Add ]
AHS	DWHES	PCAHS	[ Add ] [ Remove ]
APP			[ Add ]
APPR			[ Add ]
ARCT			[ Add ]